

Treatment Coordinator Interview Questions

1. Share an experience you had in dealing with a difficult person and how you handled the situation.
2. Tell me about the last time you counseled clients or patients, individually or in group sessions, to assist in overcoming dependencies, adjusting to life, or making changes.
3. Describe an experience when you developed client treatment plans based on research, clinical experience, and client histories.
4. Tell me how you organize, plan, and prioritize your work.
5. Give me an example of when you thought outside of the box. How did it help your employer?
6. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.
7. Would you consider analyzing data or information a strength? How so?
8. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?
9. Provide an example when you were able to prevent a problem because you foresaw the reaction of another person.
10. Please share an experience in which you presented to a group. What was the situation and how did it go?
11. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?
12. What are some long-range objectives that you developed in your last job? What did you do to achieve them?
13. Provide a time when you dealt calmly and effectively with a high-stress situation.
14. Name a time when your patience was tested. How did you keep your emotions in check?

Treatment Coordinator Interview Questions

15. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

16. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

17. Name a time when you completed and maintained accurate records or reports regarding the patients' histories and progress, services provided, or other required information.

18. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.

19. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?

20. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)